



HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: NV-OKI-05-011

TITLE/SERIES/GRADE: Clinical Nurse, GS-0610-07/09 (FULL-TIME/PERMANENT)

SALARY: GS-07 = \$30,567 to \$39,738 Per annum
GS-09 = \$37,390 to \$48,604 Per annum

LOCATION: Couplet Care, U.S. Naval Hospital, Camp Lester, Okinawa, Japan

OPEN DATE: 28 JAN 2005

CLOSING DATE: OPEN CONTINUOUS
(1st cut-off FEB 28th, then every 30 days thereafter)

AREA OF CONSIDERATION: OKINAWA-WIDE

Current permanent federal employees, NAF/AF Interchange eligibles, Reinstatement eligibles, Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service. Veterans Employment Opportunity Act (VEOA), military spouse, and family member eligibles who reside in the Okinawa area.

NOTES:

1. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will **NOT** be granted.
2. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
3. Position may be filled at the GS-07 or 09 level.

SUMMARY OF DUTIES:

The incumbent provides comprehensive direct nursing care to the normal newborn and the routine and complicated obstetrical patients based on the physician's medical plan of care, nursing care plans, and the physical, mental, and emotional needs of the patient as detected by close frequent observation. Care will include assessment and data collection; developing comprehensive plans of care; evaluating and documenting nursing intervention, maintaining accurate, current, and complete nursing records in proper format, reflecting pertinent and factual observations, nursing instructions, and documentation of treatment and progress.

CONDITION OF EMPLOYMENT:

- Must possess and maintain a current license as a Registered Nurse in the U.S.
- This is a testing designated position (TDP). The selectee must complete a negative drug test and, will be subject to drug testing on a random basis as the incumbent of TDP.
- Requires satisfactory completion of background checks prior to employment.
- Tour of Duty may include Permanent Full time, Compressed Work schedule to include a combination of 12 hour, 10 hour, and 8 hour shifts, not to exceed 80 hours per pay period.
- Must be able to attain Basic Life Support certificate and CPR certificate with the appointment of position.

METHOD OF EVALUATION: Qualified candidates will be evaluated based on the following knowledge, skills, and abilities:

- 1) Knowledge of professional nursing care principles, practices, and procedures required to assess nursing needs of assigned patients.
- 2) Knowledge of infrequently used and special drugs including normal dosage, administration, actions, desired effects, side effects and adverse reactions.
- 3) Skill in planning and carrying out nursing care plans in conjunction with the specific needs of the Obstetrical and neonatal patient and their family and/or the medical officer's instructions.
- 4) Skill in operating specialized medical equipment used on the care of the normal newborn and other equipment such as suction mechanisms and monitors.
- 5) Knowledge of teaching-learning principles to provide optimal parental and staff teaching.

TIME-IN-GRADE REQUIREMENTS: Applicants must meet OPM time-in-grade requirements for promotion to General Schedule positions in the competitive service. Candidates must have completed 52 weeks on a nontemporary appointment at the GS-07 level for promotion to GS-09 level.

QUALIFICATION REQUIREMENTS: *Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.*

Basic Requirements:

- (1) **Degree** or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant. **AND**
- (2) **Registration:** Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

AND

In addition to the Basic Requirements:

GS-07: 1 full year of graduate education or bachelor's degree **with superior academic achievement** OR one (1) year specialized experience equivalent to at least the GS-05.

GS-09: 2 full years of progressively higher level graduate education or a Master's equivalent degree OR one (1) year of specialized experience equivalent to at least the GS-07.

SPECIALIZED EXPERIENCE: Experience which equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position and that is in or directly related to the position to be filled. To be creditable, specialized experience must be equivalent to at least the GS-07 or 09 grade level in the Federal service.

SUPERIOR ACADEMIC ACHIEVEMENT (S.A.A.)

S.A.A. is based on (1) Class standing—must be in the upper third of the graduating class in the college, university, or major subdivision OR (2) Grade-point average—a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or computed based on courses completed during the final 2 years of the curriculum; or b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum OR (3) honor society membership.

HOW TO APPLY: Application and forms must be **received** by the closing/cut-off date of the announcement. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

WHERE TO APPLY: Human Resources Office, Bldg. 3597, Navy Satellite Office, Kadena AB OR CIVPERS Liaison Office, ASD, Rm #B100E, Naval Hospital, Camp Lester

FORMS REQUIRED:

Applicant must provide: a) official transcripts; b) copy of active registered professional nurse license; c) copy of diploma/certificate

[OF 612](#) - Optional Application for Federal Employment, resume, or other written format. *Those using a resume or other written format should refer to the flyer [OF 510](#) - "Applying for a Federal Job" for required information.*

1. **Resume and alternative forms of applications MUST contain the following:**
 - [Announcement number, title and grade of the job for which you are applying.](#)
 - [Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship](#)
 - [Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.](#)
 - [Highest Federal civilian grade held \(also give job series and dates held*\); proof of reinstatement eligibility, if applicable.](#)
 - [Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates \(Mo/Yr\), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.](#)
 - [Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.](#)
 - [An original signature and date.](#)
2. Supplemental Experience Statement or separate sheet addressing KSAs (knowledge, skills & abilities).
3. Copy of most recent performance appraisal (*If current federal employee*).
4. **Supplemental Questionnaire for Nurses.** Questionnaire form is available w/HRO or CIVPERS.
5. Copy of Sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.
6. SF-50 copy - If current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and [HRSCPR 12300](#). CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.
7. DD-214 indicating type of discharge (Member 4 copy). If claiming 10- point Veterans' Preference, submit an SF-15 and VA letter or certificate (dated within one year). Required if area of consideration includes VRAs or 30% Disabled Veterans and VEOA eligibles.
8. **Supplemental Questionnaire** must be attached to application. Questionnaire can be found on our website: <http://hro.cnfj.navy.mil> under forms.
9. Male candidates born after December 31, 1959 must submit **PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION** form. For further information: <http://www.sss.gov>
10. All other forms and information required in the specific vacancy announcement, including any additional forms or information applicable to your specific situation as outlined below.

EVALUATION METHOD: Information contained in the application to include KSAs, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. Applicants who meet the minimum qualification requirements will be rated on the job related KSA's to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

EXTERNAL REFERRAL PROCEDURES: Referral of external candidates will be in accordance with Title 5 CFR 333 requiring that eligible applicants be referred in priority group order. Applicants in lower preference groups might not be referred for consideration even though rated as qualified, if a sufficient number of higher-preference group applicants are qualified and available for the position. This would preclude the selection of candidates from lower preference groups.

DEVELOPMENTAL OR TRAINEE POSITIONS: If selected for a developmental or trainee position, the selectee will undergo training and/or work experience and may be promoted to the intermediate and/or target levels without further competition when eligible and at the supervisor's discretion; however, promotions are not guaranteed.

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP): Candidates claiming MSP/FMP must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference. Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Family members of locally hired DoD civilian employees are not eligible for family member preference. Military Spouses/Family Members may file applications for employment with overseas civilian personnel offices 30 days before their anticipated arrival within the command. However, spouses/family members may not receive preference until actually arriving at the overseas location.

VETERANS' PREFERENCE: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form. The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site: www.opm.gov

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.
 - Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles, which may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to nonselect all candidates or to select from other sources during the recruitment process.
 - Applications from this announcement may be referred for future vacancies of the same title, series, and grade, which occur at the same activity within 90 days of the selection/closing date of the announcement.
 - Selectees to positions that are announced as temporary may be appointed for periods of up to one year in duration, and may be extended for a maximum of 1 additional year, or converted to permanent without further competition.
 - It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
 - Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
 - Family members are tied to the sponsor's tour.
 - Locality pay does not apply in the overseas area.
 - Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at anytime without advance notification.
- Active Duty Military members applying for this position who are separating from the military must provide separation orders or other document that verifies the separation date, and list of campaign Expedition Medals from the Service Record.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187.